

## PUBLIC HEALTH EDUCATOR III

### NATURE OF WORK

This is advanced professional public health education work in the development of public health education programs and administrative work assisting in the supervision of the Health Promotion and Outreach Division.

Work involves responsibility for developing, implementing and evaluating advanced public health education programs. Work may also include assisting in the supervision and coordination of the Health Promotion and Outreach Division. An employee in this classification exercises considerable independent judgment and personal initiative in the performance of assigned duties. General supervision is received from the Public Health Education Manager with work being reviewed in the form of conferences, reports, public comments and overall effectiveness of public health education programs. May act for the Public Health Education Manager in his absence. Supervision is exercised over subordinate professional and support staff.

### EXAMPLES OF WORK PERFORMED

Develops and implements comprehensive public health education programs; administers, reviews and evaluates health education programs; prepares and disseminates health educational and informational materials such as brochures, bulletins, pamphlets, etc.

Develops, coordinates and conducts workshops, training programs and seminars for department personnel and other interested groups.

Develops and maintains cooperation between public, civic, professional and voluntary agencies engaged in health related activities; promotes and publicizes the department's activities and programs.

Prepares and monitors program budget activities; researches and writes grants for program funding.

Supervises subordinate Public Health Educators engaged in various phases of public health education programs.

Assists in the supervision and coordination of the Health Promotion and Outreach division; may act for the Public Health Education Manager in his absence.

Performs related work as required.

### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge and understanding of public health problems in the local community and school system.

Considerable knowledge of modern education practices, techniques and philosophies as they relate to public health programs.

Considerable knowledge of disease prevention, health promotion, lifestyle risk reduction education and public health research methods.

Considerable knowledge of methods, practices and techniques used in ascertaining public health problems and health education needs.

- Considerable knowledge of grant writing procedures and program development.
- Knowledge of the principles and practices of public health administration.
- Ability to make professional decisions within the framework of department policy and to present ideas concisely and effectively both orally and in writing.
- Ability to plan, formulate and execute public health education programs.
- Ability to present complex information and terminology in understandable, non-technical language.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with coworkers, subordinates, public officials and the general public.
- Ability to plan, assign, coordinate and evaluate the work of professional and support personnel.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university supplemented by a Master's Degree in public health education, public administration or related field with considerable experience developing, implementing and evaluating public health education programs and some supervisory experience.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university supplemented by graduate-level course work in public health education, public administration or related field with considerable experience developing and implementing public health education programs; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENT

Possession of a valid Nebraska driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director

9/88  
Revised 4/99  
Title Change 8/99

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